



Controller *John Chiang*

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.

Position:

(5015) Staff Services Analyst
(General)

Position #:

051-150-5157-702

Salary Range:

\$2873 - \$4671

Issue Date:

10/16/2014

Contact:

Suzanne Eaker (916) 324-3845

Location:

State Controller's Office Human
Resources Office
300 Capitol Mall, Ste. 300
Sacramento, CA 95814

Final Filing**Date:**

October 29, 2014

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State
Application and Resume to:**

State Controller's Office

Human Resources Office

ATTN: Suzanne Eaker

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

PLEASE NOTE: Possession of minimum qualifications will be verified. To be considered for this position you must provide documentation that you meet the minimum qualifications. Please include a copy of your degree, transcripts, or detailed work experience on your application. If it is determined an applicant does not meet the minimum qualifications, you will not be considered for the position.

Scope of Position:

Under general direction provided by a Staff Services Manager I, in a learning capacity, perform as the Health and Safety Officer for the Office of the State Controller by addressing issues of health and safety arising out of the day-to-day activities of the office. Duties include but are not limited to the following:

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Provide support to SCO program staff with health and safety issues, which may include conducting surveys, assessing program functionality, and monitoring incident responses; provide problem resolutions related to health and safety.
- Conduct ergonomic evaluations for the Reasonable Accommodations Coordinator, supervisors, and managers in cases of employee injury or disability.
- Define health and safety problems associated with workstation establishments and development.
- Assist in preparing responses for various levels of management; prepare reports concerning program activities, which may include

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Please write “051-150-5157-702” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

(Statewide)

the research of regulations, journal articles, reference books, and experts in the field of Health and Safety.

- Act as the Health and Safety Emergency Response consultant for the Business Continuity Committee, Coordinator for emergency responses, and organize the Emergency Response Team members from the various divisions with the State Controller's Office.

Desirable Qualifications:

- Desire to obtain knowledge in the Health and Safety field and Cal-Osha's regulations.
- Ability to research laws and regulations in the Health and Safety field.
- Ability to effectively present information to executive management, all levels of staff, and the public.
- Ability to analyze situations and adopt effective course of actions.
- Ability to act with tact and diplomacy in all situations.
- Ability to multi-task and adapt to a changing environment.

The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12